



Wood Ley Community Primary School

Privacy Notice – School Workforce

Purpose

This privacy notice explains how Wood Ley Community Primary School collects, uses, stores and shares personal information about members of the school workforce. It applies to employees, workers, job applicants and relevant volunteers. Governors are covered separately by the school's privacy information for governance roles.

This notice is intended to meet our responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The personal information we collect and hold

The information we process will depend on the individual's role and circumstances, but may include:

- personal identifiers and contact details, including name, address, date of birth, telephone number, email address, employee or payroll number and National Insurance number
- emergency contact and next-of-kin information
- recruitment information, including applications, references, employment history, interview information and right-to-work information
- contract and employment information, including role, working pattern, start and leaving dates and terms and conditions
- salary, payroll, tax, pension and expenses information
- qualifications, professional memberships, skills, training and continuing professional development information
- attendance, leave and absence information
- appraisal, performance management and capability information
- disciplinary and grievance information, where applicable
- safeguarding and safer recruitment information, including relevant DBS and barred-list checks
- health, disability, occupational health and workplace adjustment information where relevant
- equality monitoring information, where collected
- information required for statutory workforce returns and school administration.

Special category and criminal offence information

Some workforce information is given additional protection under data protection law. This may include information about health or disability, racial or ethnic origin, religious



or philosophical beliefs, trade union membership or other special category information where relevant.

The school may also process criminal offence information, including information obtained through appropriate DBS and safeguarding checks, where this is necessary and lawful for safer recruitment and safeguarding.

Where we process special category or criminal offence information, we identify an appropriate condition under the UK GDPR and the Data Protection Act 2018 and apply appropriate safeguards.

Why we use workforce information

We use workforce information to:

- recruit, appoint and manage staff and relevant volunteers
- administer contracts, pay, tax, pensions, expenses and other employment benefits
- manage attendance, leave, absence and occupational health arrangements
- support health, safety, wellbeing and reasonable workplace adjustments
- manage appraisal, professional development, performance, capability, disciplinary and grievance processes
- meet safeguarding and safer recruitment responsibilities
- maintain appropriate staffing, workforce planning and school administration
- monitor equality and meet employment and public-sector duties where applicable
- complete statutory workforce returns and provide information required by the Department for Education (DfE), Suffolk County Council and other public bodies
- comply with legal, regulatory and employment obligations.

Our lawful basis for processing

We process personal information only where we have a lawful basis. Depending on the purpose, the main Article 6 UK GDPR lawful bases we rely on are:

- Article 6(1)(b) – processing is necessary for a contract with the individual or to take steps before entering into a contract
- Article 6(1)(c) – processing is necessary to comply with a legal obligation
- Article 6(1)(e) – processing is necessary to perform a task carried out in the public interest or in the exercise of official authority
- Article 6(1)(f) – legitimate interests, where this is applicable and appropriate to the particular processing
- Article 6(1)(a) – consent, where we choose to rely on consent for a particular purpose.

Where special category information is processed, we also identify an appropriate Article 9 condition and, where required, a condition under the Data Protection Act 2018.

Depending on the purpose, this may include employment and social protection law, substantial public interest, or health and occupational health purposes.



Where consent is the lawful basis, it may be withdrawn at any time. Withdrawing consent does not affect processing that was lawful before consent was withdrawn.

How we collect workforce information

Most workforce information is provided directly by the individual. We may also receive information from referees, previous employers, recruitment agencies, the Disclosure and Barring Service, professional bodies, occupational health providers, payroll and pension providers, Suffolk County Council, the Department for Education and other relevant public bodies or service providers.

Some information is generated by the school during recruitment and employment, for example payroll, attendance, training, appraisal and employment records.

Providing information

Some personal information is required so that the school can enter into and administer an employment relationship, pay staff, carry out safer recruitment checks and meet statutory duties. If required information is not provided, the school may be unable to progress an application, enter into or administer a contract, make payments or fulfil its legal and safeguarding responsibilities.

Who we share information with

We do not share workforce information routinely without a lawful reason. Where necessary and lawful, information may be shared with:

- Suffolk County Council
- the Department for Education (DfE) and its agencies
- payroll, pension, tax and benefits providers and relevant government bodies
- occupational health and other health professionals where appropriate
- the Disclosure and Barring Service and other safeguarding bodies
- professional, regulatory or inspection bodies where required
- legal, HR, insurance and employment support services where appropriate
- other organisations that process information on the school's behalf under appropriate data protection arrangements.

We share only the information that is necessary for the relevant purpose and require appropriate safeguards where another organisation processes information on the school's behalf.

Sharing workforce information with the Department for Education (DfE)

The school is required to provide information about its workforce to the DfE through statutory data collections, including the School Workforce Census where applicable.

Depending on the collection, information shared with the DfE may include personal identifiers, demographic information, employment and contract information,



qualifications, pay, absence and other workforce information required by the statutory return.

The DfE uses workforce data for purposes including education policy, workforce planning, funding, statistics, research and monitoring the education system. The legislation and detailed data requirements for individual collections are set out in the relevant DfE collection guidance.

Further information about how the DfE uses school workforce information is available in its [privacy information for education providers' workforce](#)

Storing and retaining information

We take appropriate technical and organisational measures to keep workforce information secure and to protect it against unauthorised or unlawful access, loss, destruction or damage.

Different workforce records are kept for different periods depending on their purpose and any legal, safeguarding, employment, pension, tax, operational or regulatory requirements. Records are retained and securely disposed of in accordance with the school's Records Retention Schedule.

International transfers

Where personal information is transferred outside the UK, we will ensure that an appropriate lawful transfer mechanism and safeguards are in place in accordance with data protection legislation.

Data Controller

Wood Ley Community Primary School is the Data Controller for personal information processed by the school.

Data Protection Officer

The school's Data Protection Officer service is provided by Schools' Choice.

Email: data.protection@schoolschoice.org

Schools' Choice, Beacon House, Whitehouse Road, Ipswich, Suffolk, IP1 5PB

Day-to-day enquiries may also be directed to the Headteacher or Mrs G Tierney, Senior Administration and Finance Officer (GDPR Lead).

Your data protection rights

Depending on the circumstances and the lawful basis for processing, you may have the following rights:

- the right to be informed about how your personal information is used
- the right of access to your personal information
- the right to have inaccurate personal information corrected



- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability in certain circumstances
- the right to object to processing in certain circumstances
- rights relating to automated decision-making and profiling.

Not all rights apply in every situation. To exercise a data protection right or ask a question about the use of your personal information, please contact the school or the Data Protection Officer using the details above.

Complaints

If you have concerns about the way we collect or use your personal information, please raise them with the school or our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent data protection regulator.

Information about making a complaint is available from the [Information Commissioner's Office](#)

Changes to this privacy notice

This privacy notice will be reviewed at least annually and whenever there is a significant change to the way the school processes workforce information. The most up-to-date version will be made available through the school.

Version 2.1

Approved September 2026

Review Date September 2027